Booking Data

The Booking Data Tab in each Guest Booking contains the guest information, payment method, source, etc.

Please see guide below for an overview and then click on each section for details on features and functions.

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- Room List
- Booking Action Buttons
- Booking and Guest Comments

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Booking Details

- Booking Data
- Edit Tab
- Folio
- Guest History
- Room Assignment
- Letters
- Log

Booking Header
Every Booking contains a Header element that is present on all tabs of the booking. Displays summary of Booking Details and projected income, folio balance.

Guest Information:
Guest Information remains with the Guest Record. If it is a return guest with data already in the system, then the name will auto fill after entering the first 3 characters. The rest of the guest details will also auto populate . If you make changes to this information and save it, the Guest Data Record will automatically be updated.

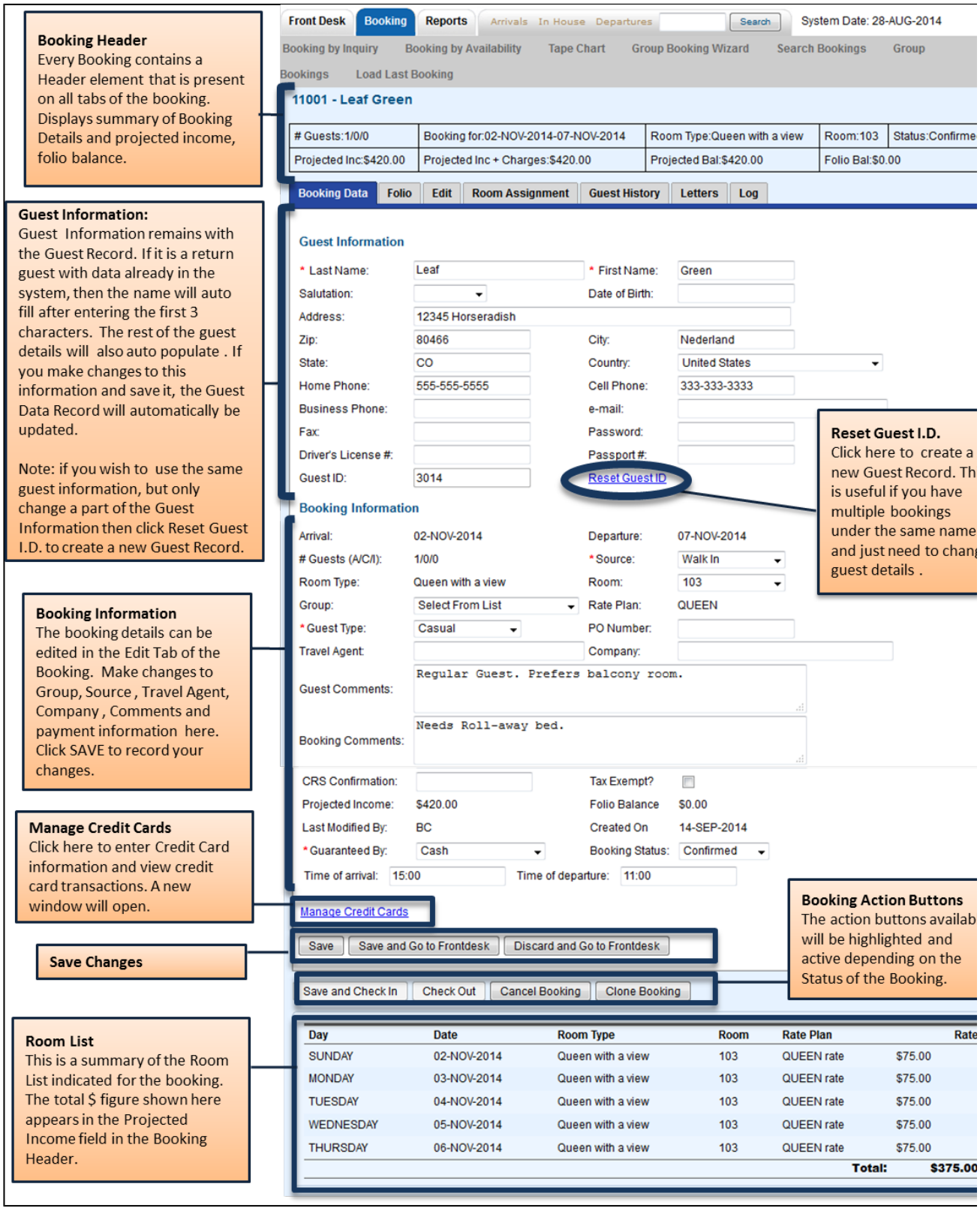
Note: if you wish to use the same guest information, but only change a part of the Guest Information then click Reset Guest I.D. to create a new Guest Record.

Booking Information
The booking details can be edited in the Edit Tab of the Booking. Make changes to Group, Source , Travel Agent, Company , Comments and payment information here. Click SAVE to record your changes.

Manage Credit Cards
Click here to enter Credit Card information and view credit card transactions. A new window will open.

Save Changes

Room List
This is a summary of the Room List indicated for the booking. The total $ figure shown here appears in the Projected Income field in the Booking Header.



Reset Guest I.D.
Click here to create a new Guest Record. Th is useful if you have multiple bookings under the same name and just need to chan guest details .

Booking Action Buttons
The action buttons availab will be highlighted and active depending on the Status of the Booking.